

WordPerfect® for the Amiga

WordPerfect sets a new standard for word processing on the Amiga.

While retaining the features that make WordPerfect so popular in the PC world, WordPerfect also takes advantage of the Amiga's unique potential. In addition to WordPerfect's PC-consistent function-key commands which have been fully implemented, it gives you the option of using convenient pull-down menus with the Amiga mouse. Multiple on-screen windows (up to 32) let you work on several documents at the same time.

Since WordPerfect recognizes the Amiga's multi-tasking ability, you can spell-check a term paper in one window, use the Merge feature to personalize a letter in the next, and import files from a third-party communication source in the next.

As for connectivity, WordPerfect puts the program that is fast becoming the standard for word processing on your Amiga, letting you read in WordPerfect files from Apple II, Atari, Data General, IBM, Macintosh and VAX machines, and vice versa.

Treat your Amiga to the world's best word processor and find out what "full featured" is all about.



CLARK
S&NS

December 18, 1987

Mr. Barry Peterson
1405 Heather Drive
Mesa, Arizona 97503

Dear Barry,

It was a pleasure to receive your
Modern Art exhibit. Your inter-
statewide has prompted us
of 1988.

dition, I've
under

WORDPERFECT WORD

Word

Bartholomäus Grill: Deutschland – ein Waldesmärchen (Sei

DIE



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Take A Closer Look

Whether you're writing a term paper, a novel, a newsletter, or just a short note to a friend, WordPerfect has the features you need.

On-Screen Help



Available from within WordPerfect is an on-screen Help feature. Type a letter of the alphabet after pressing the Help key, and WordPerfect lists the features which begin with that letter. Pressing the corresponding function key will then fill your screen with useful information about that feature.

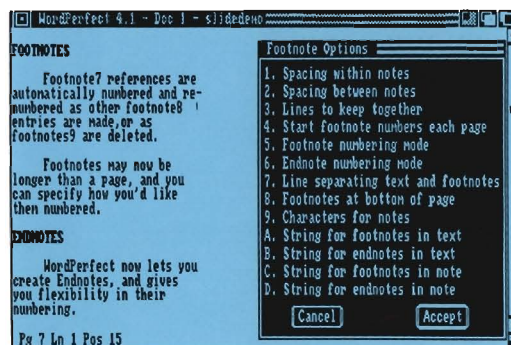
Speller

WordPerfect's Speller is fast, powerful, and easy to use. It has over 115,000 entries and is expandable. It will spell-check a word, a page, or an entire document including the headers and footers, searching for misspelled words, unintentional double words, and typographical errors. It also automatically counts the number of words in your document. When the Speller detects a misspelled word, it displays a number of possible alternatives on the screen. With one keystroke, you can select the correctly spelled word and place it in your document. The Speller will use your selection to correct any other misspellings of that word in your document. You can also use the speller to look up words using word patterns.



Footnotes and Endnotes

WordPerfect takes much of the work out of producing papers which contain footnotes and endnotes. You need only enter the note at the spot where you want it numbered, while WordPerfect takes care of the numbering and formatting.



WordPerfect frees you from guesswork by placing footnotes on each page and allocating just the right amount of space for them. You can also add or delete a note or begin renumbering your footnotes at any point in your document. WordPerfect will automatically renumber your footnotes for you. And you can have both footnotes and endnotes in the same document.

List Files

It's relatively simple to organize and manage your documents (or files) in WordPerfect. From the List Files window, you can rapidly scan them one by one, or have WordPerfect show you which files contain a certain key phrase. You can also quickly copy, print, move, delete, or retrieve the document of your choice.

Macros

Using WordPerfect's Macro feature, you can record the word processing tasks which you do frequently. Then, to repeat one of those tasks, just type the name of the macro and WordPerfect does it for you. A macro can contain any series of keystrokes—text and commands—with no limit to number or size. WordPerfect's macros are fast and can be made visible on the screen. You can also have them pause for input from the keyboard, and even chain several together.

Merge

WordPerfect's Merge feature automates procedures which would otherwise take you hours to accomplish. Merge makes it almost enjoyable to produce personalized memos, forms, and labels by merging data from a name/address list into a customized format. One click of the mouse presents you with a whole window of merge options. Simple lessons walk you through basic merge procedures such as personalized memos. Advanced lessons help you take maximum advantage of the flexibility of the Merge feature. For example, by combining merges in a macro, you can accomplish a series of merges by pressing just one key.



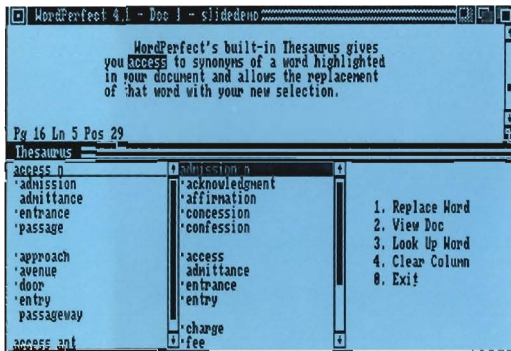
Tables and Outlines

Whether you're writing a Master's thesis or a financial report, WordPerfect helps you compile a professionally organized table of contents, index, or outline. You can define up to five levels for each table of contents and up to seven levels for your outline. Your index can include both headings and

subheadings. For outlines, you can opt for standard numbering, specialized legal numbering, or a customized numbering method of your own construction. You can also define the styles for your index and table of contents format.

Thesaurus

WordPerfect's Thesaurus helps you find the precise word you're searching for. It will show you an on-screen list of synonyms and antonyms arranged in noun, verb, and adjective groups. Once you've found the word you want, it takes just one keystroke to insert it into your text.



Printer Control

WordPerfect takes advantage of Amiga's multitasking capability. When you send a document to the printer, the document will continue printing even after you exit WordPerfect. WordPerfect lets you select definitions for as many as six different printers. From the Printer Control menu, you can print a page, a range of pages, or a complete document. It displays the status of pending jobs and lets you start or stop print jobs, change job priorities, or postpone or cancel any—or all—print jobs. You can also print a block of text, a page, or an entire document, from a document on-screen.

Columns

The Columns feature makes it simple to write a newsletter or type a chart. When you use columns in WordPerfect, you can edit them on-screen, side-by-side, and what you see on-screen is what prints out. You can have



columns anywhere in your document, as often as you like, as many as five across. You can choose *newspaper-style* (snaking) columns, which move text continuously from one column to the next, or *parallel-style* (script) columns, which

hold groups of items together. Set the number of columns that you want, and WordPerfect will automatically calculate the correct width and spacing, then give you the option of customizing the settings. When you add or delete text to newspaper columns, WordPerfect automatically reformats the text from column to column.

Format

WordPerfect's basic design makes it simple for you to quickly master the functions you need. You start with a clean screen unencumbered by symbols and codes. As you write, text automatically formats itself on the page. One keystroke, or a click on the Amiga mouse, lets you instantly adjust your margins, spacing, and tabs. You can quickly define a block of text and then perform several functions on that block. It's easy to move through a document as you insert, move, copy, and delete text. For built-in security, WordPerfect saves your last three deletions in a buffer, just in case you want to restore them later.

Math

WordPerfect's Math feature can help you create ledger sheets and accomplish basic accounting procedures. You can use Math anywhere in a document, and include both numbers and text in your math tables. The Math feature adds subtotals, totals, and grand totals down as many as 24 columns. Also, a special type of numeric column, especially useful to accountants, will display totals from the column to the left of it. For personalized calculations the Math feature lets you set up formulas across columns using addition, multiplication, division, and subtraction. When you change any of the numbers in a math table, pressing the appropriate keys will have WordPerfect automatically recalculate the totals.

Page Numbering

WordPerfect numbers your pages automatically, according to the numbering system you select. You can position the page number at the top or bottom (left, center, or right) of the page, and have it print on every page, or on alternate pages. You can also selectively suppress page numbers altogether. Your page numbers can be either Arabic or lowercase Roman numbers, and you can begin renumbering pages whenever you choose. Whenever you change a page number, the new number appears on the status line and all subsequent pages are automatically renumbered. A control code placed anywhere in the text (including headers and footers) will print the current page number.

1

2

3

FOUR

Features

Advance up/down
 Align at character/decimal
 ASCII text in/out
 Auto timed backup
 Binding width
 Block
 Block append
 Block bold
 Block cut/copy
 Block delete
 Block highlight
 Block move
 Block print
 Block retrieve
 Block save
 Block search
 Block underline
 Bold text
 Border draw
 Case conversion, upper/lower
 Center line
 Center on any column
 Center page vertically
 Conditional end of page
 Create a new CLI
 Date format/insertion
 Default volume change
 Delete character left/right
 Delete to end of line/page
 Delete word/sentence/paragraph/page
 Endnotes
 Extended character support
 File management
 Change directory
 Create directory
 Display current file size,
 filename, date last modified
 File/Directory delete
 File/Directory listing
 File lock/unlock
 File rename
 File security (encryption)
 Look into a directory
 Look into a file
 Print from a directory
 Flush right
 Footers
 Even/Odd pages (alternate)
 Every page
 Multi-line
 Footnotes
 Automatic numbering and placement
 Complete editing
 Full page
 Formatting, automatic
 Go to a page number
 Go to beginning/end of document
 Go to beginning/end of line
 Half-line spacing
 Hand-fed sheets
 Hard hyphen
 Hard new line/page
 Hard space
 Headers
 Even/Odd pages (alternate)
 Every page
 Multi-line
 Help key
 Hyphenation
 Hyphenation zone set
 Indent left
 Indent left/right
 Indexing
 Lines per inch, 6/8
 Macros, chaining
 Macros, named/single keystroke
 Margin set from 0-250

Mark text
 Math, four-function
 Merge operations
 Chain multiple files
 Date insertion
 Forms fill-in
 Iterative
 Merge page, print and continue
 Merge, then print
 Merge with file/keyboard or both
 Multiple level merge
 Multiple document editing
 Multiple windows
 Outline, user-selectable numbering style
 Overstrike
 Page length, letter/legal/other
 Page numbering, multiple format options
 Page numbering on/off/up/down
 Pagination, automatic
 Paragraph numbering
 Pitch, 10/12/15/variable
 Print block/page/full text
 Print character mapping
 Print multiple copies
 Print proportionally (not supported on all printers)
 Print queuing
 Print selected pages
 Print using microspacing/HMI
 Printer stop/cancel/restart
 Printer stop codes
 Printers/fonts, define
 Redline printing
 Reveal codes, split-screen mode
 Rewrite screen
 Right justification (at printer)
 Screen left/right
 Screen up/down
 Scroll horizontal/vertical
 Search and replace
 Search and replace with confirm
 Search, forward/reverse
 Set counter to "n"
 Sheet feeder support
 Spelling checker (115,000 words)
 Add words to dictionary
 Correct spelling suggested
 Create new dictionary
 Double word check
 Edit misspelled word
 Phonetic word look-up
 Replace word with single keystroke
 Spell-check word/page/document
 Word count
 Word look-up
 Word skip
 Word pattern look up
 Strikethrough
 Superscript/subscript
 Suppress any combination of page numbering, headers, and footers for current page
 Tab set, any position
 Table of contents
 Text columns, newspaper-style (up to 5)
 Text columns, parallel-style (up to 5)
 Text file create/retrieve
 Thesaurus
 Top margin
 Typeover mode
 Underline, continuous/noncontinuous
 Underline, double
 Virtual memory
 Widow/Orphan control
 Word count, block/document
 Word left/right

Specifications

WordPerfect is available for the Amiga 500, 1000, and 2000 and requires 512 Kb RAM, Kickstart 1.2, and 1 drive (two drives or hard disk recommended). The program comes with predefined printer drivers to support over 200 printers.

Programmed in assembly language, WordPerfect takes advantage of the speed of the Amiga's Central Processing Unit (CPU), making it one of the fastest word processors now available for the Amiga. Its virtual memory design also maximizes system capacity. Document edit space automatically extends to disk, making it possible to edit documents much larger than memory space available. The only limitation to document size, then, is the amount of disk space you have free.

The WordPerfect package includes a comprehensive manual with alphabetized descriptions of the basic features, and lessons which introduce you to these features a step at a time. A color-coded template and Quick Reference card are also provided as guides to feature location and use. And when some questions still go unanswered, registered WordPerfect users can receive toll-free technical support at no additional cost.

For more information, contact your local dealer or WordPerfect Corporation.

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 CORPORATION

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